# MyBB Forum Platform Administrator's Getting Started Guide

## ADMINISTRATION CONTROL PANEL (ACP):

When you first open your forum, **login** using your administrator name and password to bring up the **Board Index** screen. The index list will be empty until you have created one or more forums.

- 1. Access the **Dashboard** home page by clicking the **Admin CP** link at the top left.
- 2. The six tabs across the top link to control panels, and on the left there is a quick access menu with direct links to frequently used pages. The screen's center section presents basic board information. The main panels you need to get started are **Configuration**, **Forums & Posts**, and **Users & Groups**.

#### **BOARD CONFIGURATION**

From the dashboard home page, click the **Configuration** tab, and then the **Settings** link at the upper left. This will bring up a list of pre-defined *Settings Groups*, where you can control all aspects of your board's operation. Some of the most important for getting started are *General Configuration*, *Forum Home Options*, Forum Display Options, and User Registration and Profile Options.

#### FORUM MANAGEMENT

The easiest way to create a forum is to click **Add New Forum** at the left of the dashboard home page, but you can also get there by clicking the **Forums & Posts** tab and then selecting **Forum Management** from the left menu.

- 1. The **Add New Forum** page allows you to create and name either a *Category* (that can contain one or more forums), or a *Forum* (that will contain posts), as well as offering tools for setting permissions.
- 2. The **Forum Management** page presents a list of categories, forums, and sub-forums. It allows you to assign moderators and manage all levels of permissions.

### **USER MANAGEMENT**

The **Users and Groups** tab offers a wide variety of options for managing forum access.

- 1. Users can be assigned roles with pre-defined permissions. The basic roles are *Administrator*, *Super Moderator*, *Moderator*, *Registered User*, and *Guest*.
- 2. Users can be assigned to one or more groups, and permissions can be set either individually or by group.
- 3. Users can have different roles in different forums.

For more detailed information, reference <u>MyBB Forum Application Administrator's Guide</u> on the Storefront Help Page.